
8.0

Reports/Queries

Queries and Reports menu options are valuable tools used to obtain important information that will help you manage your cases.

This section will cover running the more common reports. You should explore the other options available to take full advantage of the reporting capabilities within CM/ECF.

Please note that to access either the Reports or Queries sections, you will need to login to the PACER system. You will be charged the going PACER rate. More information on cost and acquiring a PACER account can be obtained from the court's web site at www.utb.uscourts.gov

This chapter will cover:

- Cases Report
- Docket Reports
- Queries

Query Menu

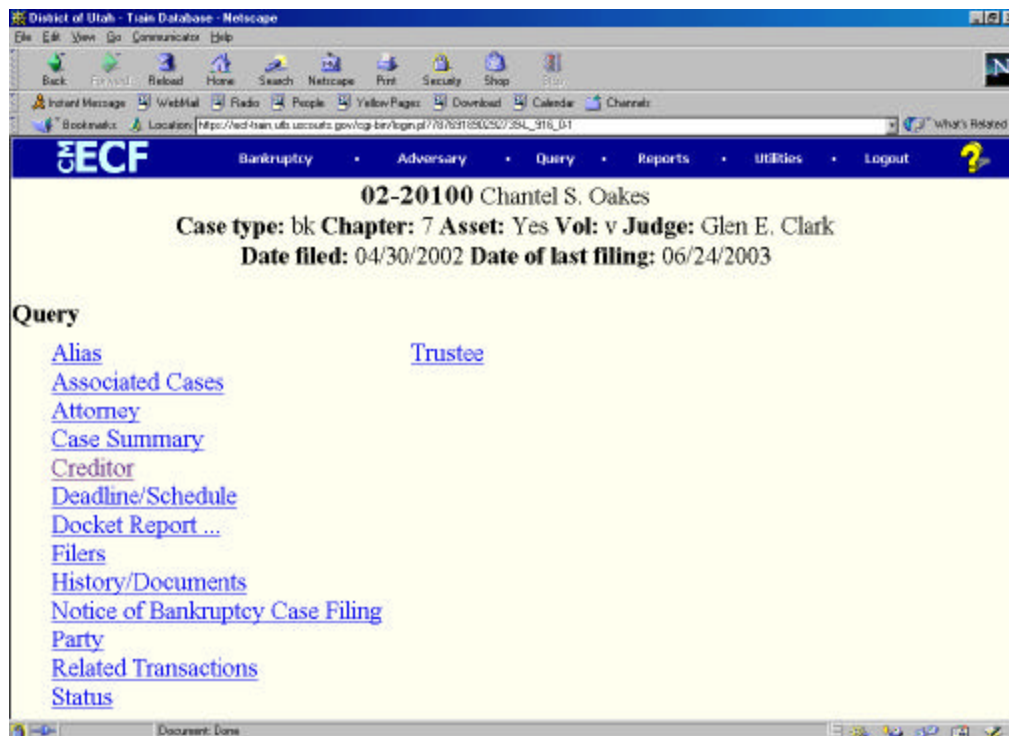


Figure 1

Figure 1 shows the information available under the Query menu option. You will notice that some of the items under Query are also available under Reports.

Reports Menu

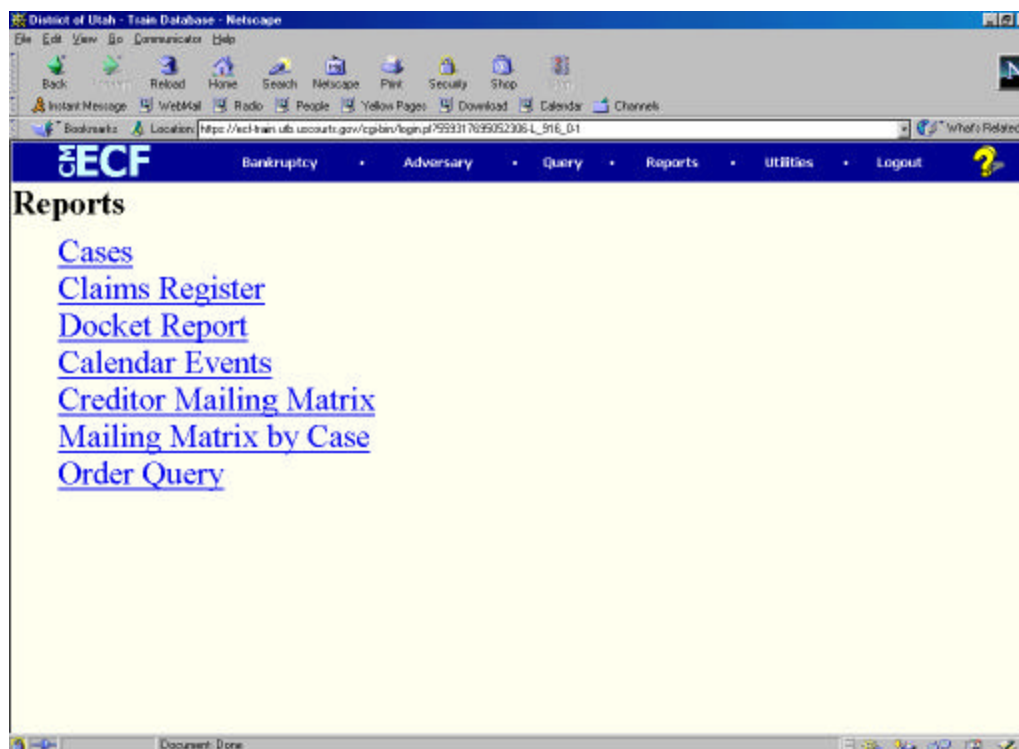


Figure 2

Figure 2 displays the screen you will see under the Reports menu. If you wish to run a matrix for noticing purposes, you will want to select the Mailing Matrix by Case category under Reports. The Creditor option under Queries only lists creditors not parties.

8.1

Cases Report

The cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

- STEP 1 Click on the Reports hyperlink on the blue bar. Click on the Cases hyperlink. This will bring up the PACER login. Enter your PACER login information and click on the [Login] button.
- STEP 2 With the Cases Report screen up (see figure 3), select the fields that you want to use to generate your report. Click on the [Run Report] button to generate your case report.

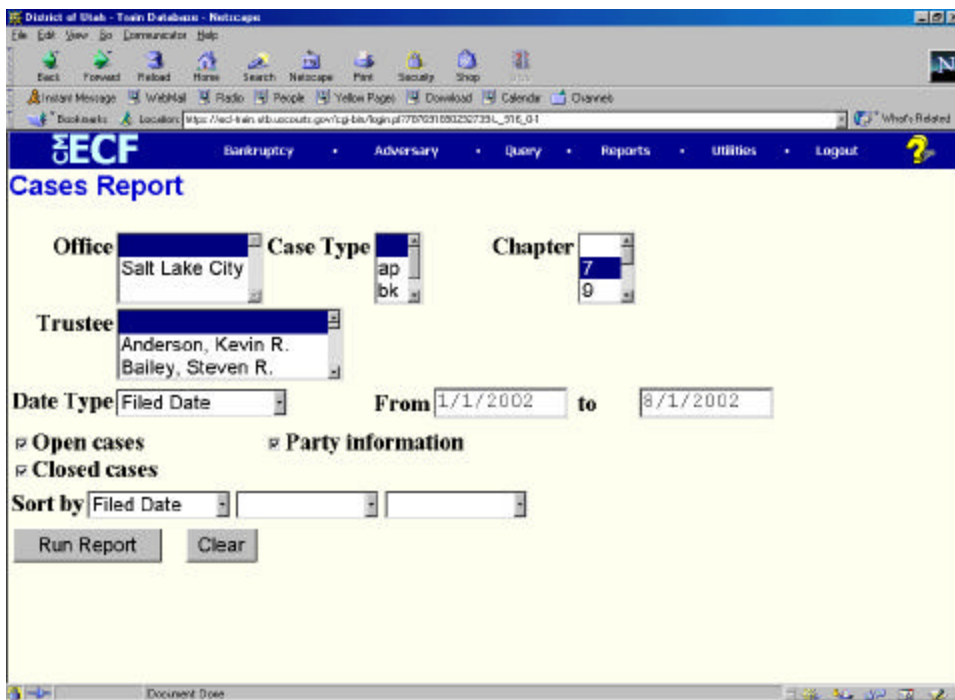


Figure 3

Report Fields

- **Case Type:** ap—adversary proceeding or bk—bankruptcy. Default is **all** types.
- **Chapter:** 7, 9, 11, 12, 13 or 304. Default is **all** chapters.
- **Trustees:** Default is **all** trustees.
- **Date Type:** Filed, Entered, Discharged, Dismissed, Closed, Converted. Default is **Filed Date**.
- **From/to:** Enter a beginning and/or ending date. For a single day's activity, enter that date into both fields.
- **Open Cases:** show open cases. Default is **Open Cases**.
- **Closed Cases:** to include or exclude closed cases. Default is **no** closed cases.
- **Party Information:** check this box to show party name, address, SSN and Tax ID.
- **Sort by:** select up to three sorting orders—Filed Date, Entered Date, Case Number, Case Type, or Office. Default is **Filed Date**.

This is the Cases Report. The size of the report is based on the fields that you selected in STEP 2.

Case Number. Clicking on this link will generate a Docket Report.

Party Name. This shows party information (Party Information was checked on the fields screen).

Event dates

Other case information.

Case Number	Party Name	Address	Event Dates	Other case information
02-20003	Harvey Smithson William Jones		Filed: 03/05/2002 Discharged: 11/18/2002	Office: Salt Lake City Asset: No Fee: Paid
02-20004	Susan Ann Smith 1445 South 1500 East Salt Lake City, UT 84111 SSN: 528-44-5555	Clark Loveridge	Filed: 03/07/2002	Office: Salt Lake City Asset: No Fee: Paid County: Salt Lake
02-20005	Edward Pakenham 2584 E New Orleans Ct Salt Lake City, UT 84115 SSN: 265-48-7521	Boulden	Filed: 03/19/2002 Dismissed: 10/17/2002	Office: Salt Lake City Asset: No Fee: Paid County: Salt Lake
	Sarah Pakenham 2584 E New Orleans Ct Salt Lake City, UT			

Notice the discharge and dismissal dates. Other information such as Converted and Closed etc. may also appear.

NOTES

8.2

Docket Report

The Docket Report, also known as a Docket Sheet, lists all the events that occur to a particular case. From the ECF Docket Report, you can access the documents that created those events.

As with the Cases Report, the Docket Report is under the Reports hyperlink.

- STEP 1 Click on the Reports hyperlink on the blue bar. Click on the Docket Reports hyperlink. Enter your PACER login information and click on the [Login] button.
- STEP 2 With the Docket Report screen up (see figure 4), select the fields that you want to use to generate your report. Click on the [Run Report] button to generate your docket report.

The screenshot shows a Netcape browser window titled "District of Utah - Train Database - Netcape". The address bar displays the URL: http://ect.train.ub.uscourts.gov/cgi-bin/login.pl?311767366073799L_916_0.1. The page features a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Docket Sheet" and contains a form with the following fields and options:

- Case number:** A text input field containing "02-20105".
- Filed:** A radio button option.
- Entered:** A radio button option.
- Documents:** Two text input fields for document numbers, separated by "to".
- Include terminated parties:** A checkbox.
- Include links to Notice of Electronic Filing:** A checkbox.
- HTML:** A radio button option.
- Text:** A radio button option.
- Sort by:** A dropdown menu currently set to "Most recent date first".
- Buttons:** "Run Report" and "Clear".

The status bar at the bottom indicates "Document Done".

Figure 4

Report Fields

Case Number: since you are looking at a specific case, you need to enter a case number (using the standard YY-NNNNN format). This is a required field.

Entered/Filed: To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or Filed (when the document was filed). Enter the start and stop date in the format MM/DD/YY or MM/DD/YYYY.

Documents: limit entries by document number, enter the beginning and ending numbers.

Include terminated parties: include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

Include links to Notice of Electronic Filing: Notice provided at the end of each docket entry.

Sort by: This selection allows you to sort the entries in the report by "oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

This is the Docket Report. The size of the report is based on the fields that you selected in STEP 2.

Case **flags** which could include dismissed, discharged, 727 objection to discharge, etc.

Counsel of record for party on left.

Case number

Basic **case information**: Chapter, Judge, Trustee, debtors

The screenshot shows a Netscape browser window displaying the ECF Train Database. The browser's address bar shows the URL: https://ecf-train.utb.uscourts.gov/cecf-bin/login.pl?311767305073755-L_313_0-1. The ECF Train Database interface includes a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A "PetFeeDue" link is also visible. The main content area displays the following information:

**U.S. Bankruptcy Court
District of Utah (Salt Lake City)
Bankruptcy Petition #: 03-50001**

Assigned to: William T. Thurman
Chapter 7
Voluntary
No asset

Date Filed: 07/14/2003

Douglas Done
3125 W. 2995 S.
West Valley City, UT 84119
SSN: 529-66-1396
Debtor

Denise Done
3125 W. 2995 S.
West Valley City, UT 84119
SSN: 564-56-5425
Debtor

R. Kimball Mosier
Parsons Davies Kinghorn & Peters
185 South State Street
Suite 700
Salt Lake City, UT 84111

represented by **Kevin Whatcott**

represented by **Kevin Whatcott**

Document numbers
assigned to document.
If there is a hyperlink
number, clicking on
the number will bring
up the document.

Date on Pleading.

Radio button will pro-
duce actual **Notice of
Electronic Filing** dis-
played at the time the
document was entered.

Date document was
entered on docket
sheet. Pleadings en-
tered by court may be
entered next day.

Docket Text.

The screenshot shows a Netscape browser window titled "District of Utah - Train Database - Netscape". The address bar shows a URL from "ecf-train.utb.uscourts.gov". The page displays a table of docket entries. Annotations with lines pointing to specific parts of the table are as follows:

- A line from the "Document numbers" text points to the document number "51" in the second row.
- A line from the "Date on Pleading" text points to the date "03/06/2003" in the second row.
- A line from the "Radio button will produce actual Notice of Electronic Filing" text points to the radio button icon in the second row.
- A line from the "Date document was entered" text points to the date "03/10/2003" in the first row.
- A line from the "Docket Text" text points to the text description of the second row.

		(mmbaty,) (Entered: 03/10/2003)
03/06/2003	51	Objection to (related document(s): 23 Motion for Relief From Stay) Filed by Cyprus Credit Union (mmbaty,) (Entered: 03/06/2003)
03/06/2003	50	Objection to (related document(s): 23 Motion for Relief From Stay) Filed by Zions First National Bank (mmbaty,) (Entered: 03/06/2003)
03/05/2003	49	Objection to (related document(s): 47 Motion to Assume or Reject, Motion for Relief From Stay) Filed by Wells Fargo Bank (mmbaty,) (Entered: 03/05/2003)
03/05/2003	48	Notice of Hearing (related document(s): 47 Motion to Assume or Reject, Motion for Relief From Stay) Filed by (mmbaty) on behalf of Jones Design, Inc. Hearing scheduled for 3/10/2003 at 10:00 AM at US Bankruptcy Court. (mmbaty,) (Entered: 03/05/2003)
03/05/2003	47	Motion to Assume or Reject or in the Alternative Motion for Relief From Stay Receipt Number: cc Fee Amount \$75 Filed by Jones Design, Inc. (mmbaty,) (Entered: 03/05/2003)
02/25/2003	46	Notice of Hearing (related document(s): 45 Motion to Assume or Reject, Motion for Relief From Stay, Motion for Relief from Co-Debtor Stay) Filed by nsaty on behalf of Wells Fargo Bank Hearing scheduled for 3/21/2003 at 11:00 AM at US Bankruptcy Court. (mmbaty,) (Entered: 03/06/2003)

8.3

Query

The query feature provides a number of options to query the District of Utah database for case information on a particular case including case number, associated adversary cases, attorneys, deadlines, docket report, etc. These query reports are printable.

- STEP 1** Click on the Query hyperlink on the blue bar. Enter your PACER login information and click on the [Login] button.
- STEP 2** With the Query Search screen up (see figure 5), enter your desired search information into the fields that you want to use to generate you query. Click on the [Run Query] button.

The search by name is case sensitive. Refer to section **4.1: Searching for a Party** for searching tips and rules.

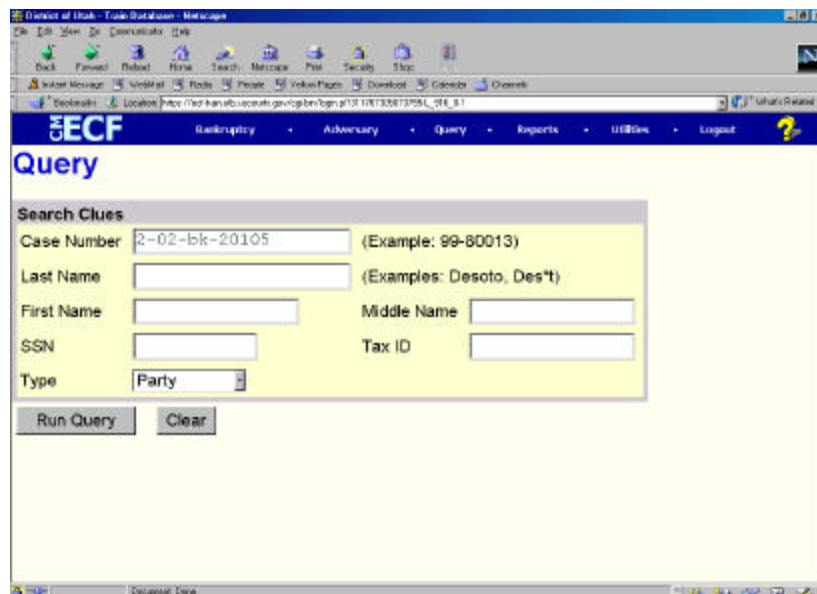


Figure 5

Query Events

Aliases

Lists all aliases for all parties related to the case.

Associated Cases

All cases associated with this case, usually Adversary cases.

Attorneys

All attorneys associated with this case.

Case Summary

Displays a summary of events for the case, including dates, flags, pending status, attorney.

Creditors

A Creditor Type selection screen will be displayed, choose from: **Creditors, Administrative, 20 Largest Unsecured Creditors, Limited Notice, and Notice of Appearance**. Or you can select nothing and get the whole listing. For a Mailing matrix select Mailing Matrix by Case under Reports.

For a **Mailing matrix** for noticing purposes select Mailing Matrix by Case under Reports.

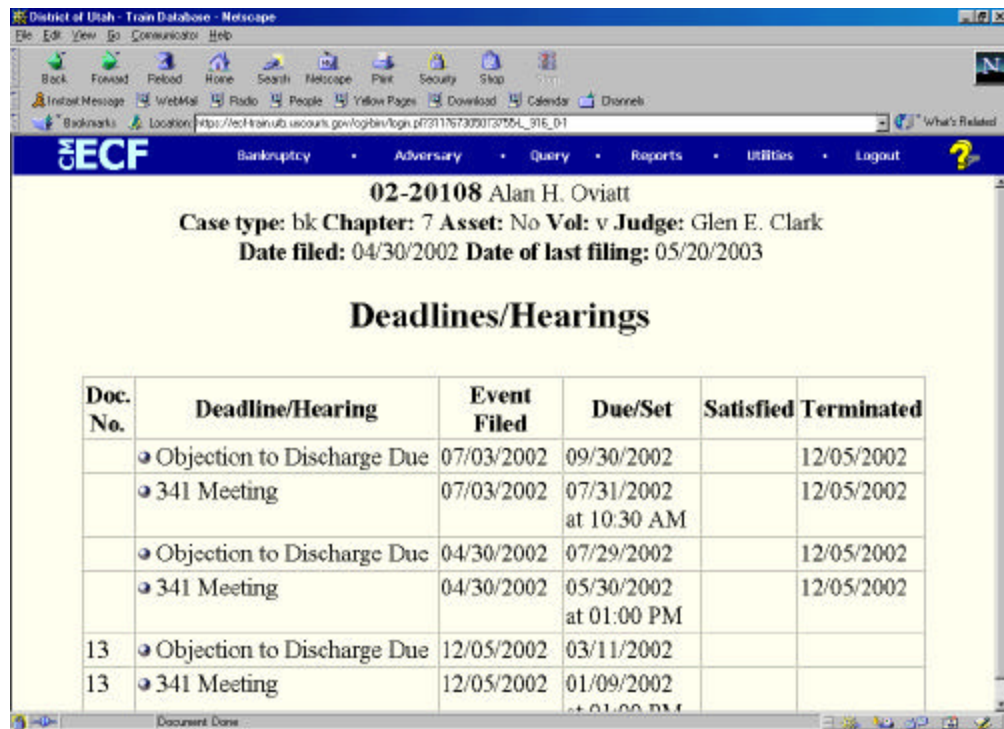
After running this Query, you will get a listing of **creditors** according to your selected creditor type.

Deadlines/Hearings

A Deadlines/Hearing sort query screen is displayed. You can sort by: **Document Number**, **Deadline/Hearing**, **Filed**, **Due/Set** (default), **Satisfied**, and **Terminated**, in three fields. The query will be performed on your first sort setting, and then by the next sort setting through the three sorts, if you set that many.

Click on the [Run Query] button to bring up the Deadlines and Hearings report (see figure 6).

Clicking on a “silver bullet” will bring up the Docket Information and Related Docket Entries screen.



02-20108 Alan H. Oviatt
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Glen E. Clark
Date filed: 04/30/2002 Date of last filing: 05/20/2003

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	⚡ Objection to Discharge Due	07/03/2002	09/30/2002		12/05/2002
	⚡ 341 Meeting	07/03/2002	07/31/2002 at 10:30 AM		12/05/2002
	⚡ Objection to Discharge Due	04/30/2002	07/29/2002		12/05/2002
	⚡ 341 Meeting	04/30/2002	05/30/2002 at 01:00 PM		12/05/2002
13	⚡ Objection to Discharge Due	12/05/2002	03/11/2002		
13	⚡ 341 Meeting	12/05/2002	01/09/2002 at 01:00 PM		

Figure 6

Docket Report

See section **8.2: Docket Reports**

Filers

Shows all the filers for this case. Clicking on a filer hyperlink will bring up a listing of all the documents filed by that filer. Clicking on a silver bullet will bring up the Docket Information and Related Docket Entries screen.

History/Documents

A search screen is displayed, allowing you to select All events (which is a history), or just events with documents. You also have the option of displaying docket text (a longer result page). You can sort by **Oldest date first** or **Most recent date first**.

Clicking the [Run Query] button will return the History/Document results page. If you accepted the default setting, you will get a case history with silver bullets. Clicking on a silver bullet will display the docket text for that filing. Clicking on a hyperlinked number will display the document for that event.

If you opted to display docket text on the search screen, the silver bullets will not be displayed on the results screen.

Notice of Bankruptcy Case Filing

This is a copy of the Electronic Notice of Case Filing, which was generated when the case was opened.

Parties

Displays all parties associated with the case, along with addresses and party roles, and who they are represented by.

Related Transactions

A query search screen allows you to search for related transactions by a **Filed** date range, **Documents** number range, **Document type** and **Document subtype** (motions, orders, pending, terminated). The query can be sorted by **Filed Date**, **Entered Date**, and **Document Number**.

Clicking on the [Run Query] button will return the related transactions report. This is a listing of transaction that relate or refer to each other, such as motions and objections to those motions.

Clicking on the silver bullet will display the Docket Information and Related Docket Entries screen.

Status

This will display all events that are awaiting an action. Clicking on the silver bullet will display the Docket Information and Related Docket Entries screen.

Trustee

Displays the trustee assigned to the case.

NOTES

